



**STATE OF UTAH**  
**invites applications for the position of:**

**PROGRAM SPECIALIST I-UCI**

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**SALARY:** \$17.91 /Hour

**OPENING DATE:** 06/20/17

**CLOSING DATE:** Continuous

**NUMBER OF  
OPENINGS:** 2

**BENEFITS:**

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**CRIMINAL  
BACKGROUND  
CHECK:**

You must successfully pass a criminal history check.

**DRIVER  
LICENSE  
REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:  
<http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL  
ADDRESS:**

UCI-CENTRAL MAINTENANCE 14402 S PONY EXPRESS RD Draper, Utah 84020

**RECRUITER  
NAME:**

Debbie Martinez-Orth

**RECRUITER  
TELEPHONE  
NUMBER:**

801-545-5698

**RECRUITER  
EMAIL  
ADDRESS:**

[dmartinez@utah.gov](mailto:dmartinez@utah.gov)

**OVERTIME  
EXEMPT:**

No

**SCHEDULE  
CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO  
STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**JOB DESCRIPTION:**



**Turn your management aspirations into administrative leadership at The Utah Department of Corrections (UDC) with our Utah Correctional Industries (UCI) team!**

We support the pursuit of professional growth and development through a culture that encourages great employees, great attitudes and great teamwork.

**Are You Good At:**

Attention to detail, thinking on your feet, learning new things, quick study, When things change? Then this job is for you!

Our goal is to provide a great work environment for our employees and excellent service to our customers.

**The Correctional Industries Program Specialist ( NON POST) for UCI will over see administration ie: Embroidery - Upholstery, and is responsible for the following:**

**To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:**

- Function as foreman or in a lead capacity in setting up jobs and ensuring projects.
- Ensure program goals are completed correctly and within established time frames.
- May supervise staff, and/or inmate workers.
- Training and work experience is provided to inmates by instructing them in the principles, methods, and techniques used in specific programs, services, industries or operations.
- Establish the manufacturing or service process used in the shop or by the crew.
- Ensure that safety regulations and guidelines are followed, to include enforcement of OSHA, EPA, and security regulations.
- Develop and maintain cooperative relationships with customers, negotiate work schedules, complete business transactions and communicate with customers to solve problems.
- Ensure product satisfaction; manage and monitor shop and/or program budgets
- Measure and quantify work productivity
- Conducts regular and/or spot check inventories of merchandise, supplies, or equipment.

**The Ideal Candidate:**

The model candidate for this position is someone who:

- Has knowledge of Textile Screen printing /Embroidery or Upholstery.
- Proficient with computers.
- Plan, organize and prioritize time and workload in order to accomplish tasks and meet deadlines.
- Make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.
- Maintain inventory; track receipt, sending and delivery of materials.
- Instructional methods and techniques

**What's in it for you?**

We seek out only the best -- the best skills, the best attitudes -- and expect the best results from our employees. In return, we will not only offer a highly competitive compensation and benefits package but the training, development and support to make our employees a success in whatever they do for us.

Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

To start your meaningful career in corrections, visit us online today and explore our open opportunities.<http://www.corrections.utah.gov/>

**TYPICAL QUALIFICATIONS:**

(includes knowledge, skills, and abilities required upon entry into position and trainable after entry into

position)

- principles, theories, and practices of vocational training
- lead the work of others by monitoring, reviewing, training co-workers and/or delegating work
- principles, theories, and practices of safety and risk management
- machines and tools, including their designs, uses, benefits, repair, and maintenance
- materials, methods, and the appropriate tools to construct objects, structures, and/or buildings
- identify developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge, skills and abilities.
- applicable laws, rules, regulations and/or policies and procedures
- run, maneuver, navigate, or drive vehicles or mechanized equipment
- use security and/or control techniques or devices to secure people, facilities, property, supplies or equipment
- agency objectives, organization, structure and mission
- principles, theories, and practices of quality management.
- determine how money will be spent to get the work done, and accounting for these expenditures
- agency and state budget practices
- product lines and merchandise pricing techniques

### SUPPLEMENTAL INFORMATION:

- Risks found in potentially dangerous or unusual environmental stress situations, e.g. working at great heights, working in extreme outdoor weather conditions, being subject to possible physical attack, etc.
- The work requires considerable and strenuous physical exertion such as frequent climbing, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, defending oneself and/or others against physical attack.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #12528  
PROGRAM SPECIALIST I-UCI  
DM

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

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### PROGRAM SPECIALIST I-UCI Supplemental Questionnaire

- \* 1. Employment working in a public safety/law enforcement environment requires: A criminal history check (BCI) that will be conducted before a final offer of employment. \*If you are a current or past employee, your file will be reviewed as part of the hiring process.  
☐ I acknowledge that I have read the statements above.
- \* 2. Are you a current employee with the Department of Corrections, or have ever worked for the Department of Corrections?  
☐ Yes  
☐ No
- \* 3. Please select the number of years of professional experience where you have led or was a lead for staff as part of your daily job duties. For the purposes of this question, a Supervisor would hire, lead, direct, evaluate, audit, and terminate staff that reported directly to them. \*(Note that positions of instruction in a classroom or learning environment would not qualify as supervising.)  
☐ None  
☐ < 1 year experience  
☐ 1-3 years experience  
☐ 3-5 years experience

- ☐ 5-8 years experience
- ☐ 8-10 years experience
- ☐ 10+ years experience

\* 4. Select all the areas you have experience with:

- ☐ None
- ☐ Textile Screen Printing
- ☐ Embroidery
- ☐ Logo/Image Digitizing
- ☐ Adobe Suite
- ☐ Upholstery

\* 5. Do you have any additional skills or experiences in Textile Screen Printing, Embroidery, Upholstery, Logo/Image digitizing and/or Adobe Suite.

- ☐ Yes ☐ No

6. In detail, please describe the experience you have with: Textile Screen Printing, Upholstery, Embroidery, Logo/Image digitizing and/or Adobe Suite.

\* 7. #Please indicate how you heard about this specific job posting.

- ☐ State Jobs
- ☐ An External Job Posting Site (Indeed, LinkedIn, etc)
- ☐ Social Media (Facebook, Twitter, etc)
- ☐ Advertisement (Newspaper, Internet, Radio, etc)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

\* 8. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

- ☐ I acknowledge that I have read the statements above.

\* Required Question